

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Joint Venture

I hope this letter finds you well. I am writing to propose a potential joint venture between [Your Company Name] and [Recipient's Company Name]. Given our complementary strengths in [briefly describe relevant strengths or areas of expertise], I believe that a partnership could yield mutually beneficial outcomes. Specifically, I envision that we could collaborate on [describe the specific project or initiative], leveraging our combined resources and expertise.

I would appreciate the opportunity to discuss this proposal further to explore how we can achieve our goals together. Please let me know your availability for a meeting at your earliest convenience.

Thank you for considering this exciting opportunity. I look forward to your response.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]